



## JOB DESCRIPTION

<b>TITLE:</b> Financial Analyst	<b>JD:</b> 137
<b>DEPARTMENT:</b> Finance & Administrative Services	<b>EFFECTIVE DATE:</b> 7/16/2015
<b>REPORTS TO:</b> Accounting Manager	<b>FLSA STATUS:</b> Non-exempt
<b>SUPERVISES:</b> N/A	<b>UNION STATUS:</b> Represented

### ABOUT THE CITY OF BAINBRIDGE ISLAND

The City of Bainbridge Island is a vibrant community with a small-town feel, 52 miles of scenic shoreline and densely forested areas. Our employees are the most important asset in responding to the community's needs, thereby preserving and enhancing the special character of the Island. The City provides competitive salaries, outstanding benefits and professional development opportunities.

### SUMMARY

Under general supervision, the Financial Analyst provides analytical support to department management, performing financial research and analysis as well as accounting and budget tasks. The position develops and maintains reports from the City's central financial system and supports external reporting systems, reconciles funds and accounts, and supports required reporting and budget development. Responsibilities focus on the analysis of financial information.

### PERFORMANCE EXPECTATIONS

- **Leadership:** Contributes to a positive work culture consistent with the City of Bainbridge Island Leadership Philosophy, actively welcomes new approaches to public service and supports and initiates change and process improvements at all levels within the organization.
- **Management:** Able to independently assess and organize personal work performance while contributing to the overall organization.
- **Teamwork:** Demonstrates ability and willingness to work collaboratively with a team.
- **Communication:** Communicates effectively with peers, supervisors, subordinates, and individuals to whom service is provided.

### ESSENTIAL FUNCTIONS

- Performs complex reporting and analytical tasks using data from City software, including accumulation of data, financial modeling, reporting and monitoring of responses.
- Performs complex multi-fund and/or multi-account reconciliations.
- Researches and resolves data integration or cross-module reporting issues.
- Maintains financial and statistical databases and prepares statistical reports.
- Analyzes, evaluates and summarizes complex and technical financial and management records for accuracy and conformance to procedures, rules and regulations.
- Makes recommendations and assists with the development of internal controls and accounting policies and procedures.
- Assists with the completion of the City's Comprehensive Annual Financial Report and the annual audit with the State Auditor's Office.
- Ensures compliance with Generally Accepted Accounting Principles procedures, requirements, laws and regulations, completeness of data and adequacy of documentation.
- Audits subsidiary journals, registers and other original entries prepared by department personnel for accuracy and propriety.
- Assists with development and implementation of new/revised accounting procedures and with projects.

- Cross-trains in a wide variety of technical duties; assists with the training and cross-training of co-workers; functions as part of overall department team to accomplish work of the department.
- Maintains timely and regular attendance.
- Other duties as assigned.

#### **KNOWLEDGE OF:**

- Laws, regulations and standards pertaining to governmental accounting, GAAP, BARS and financial reporting procedures.
- Modern principles and practices of public finance administration.
- City organization, operations, policies and procedures.
- Relational database concepts and development, and linkages between systems, operations and processes.
- Advanced mathematical principles and practices.
- Principles and practices of financial and statistical analysis, research techniques and financial record keeping and reporting.
- Modern office procedures, methods and equipment, including computers and computer applications, such as word processing, spreadsheets and statistical databases.
- English usage, spelling, grammar, and punctuation, and principles of business correspondence.
- Financial record keeping practices, filing systems and document retention.
- Research methods and report preparation.

#### **ABILITY TO:**

- Listen to and work with external and internal customers, colleagues and other persons to troubleshoot problems and solve a wide variety of technical and customer-related issues.
- Analyze financial documents/information and draw appropriate conclusions.
- Draft clear and concise reports and correspondence regarding findings.
- Exercise initiative and sound judgment, and prioritize workload.
- Work independently, make decisions and follow through on situations requiring evaluation and sound judgment.
- Plan and organize time and work to meet deadlines.
- Support and model the identified vision, values and behaviors of the organization.
- Establish and maintain effective working relationships.
- Operate a personal computer utilizing a variety of standard and specialized software.
- Communicate effectively both orally and in writing.

#### **PREFERRED QUALIFICATIONS**

A Bachelor's degree with major coursework in accounting, computer science, information technology or finance and considerable experience in information technology or finance, and three years of progressively responsible experience are preferred. Public sector experience is highly desirable. Any combination of experience, education and training which provides the level of knowledge and ability required may be substituted.

#### **LICENSE AND CERTIFICATION REQUIREMENTS**

- Valid Washington State driver's license is required.
- Must be able to successfully complete and pass a background check.

#### **WORKING CONDITIONS**

The regular work schedule is Monday through Friday, 8 am to 5 pm. Work is performed in an office setting which is busy, oriented to public service and subject to regular interruptions. Noise level is moderate. Some assignments require sitting for extended periods of time. Attendance at meetings before or after regular work hours may be required.

#### **PHYSICAL REQUIREMENTS**

Continuous repetitive arm/hand movement is essential to performance. The incumbent in this position must be able to discern voice conversation both in person and over the phone, and have the physical ability to perform essential job functions. The incumbent must have hand-eye coordination sufficient to operate computers, do keyboarding, and operate other office equipment. The incumbent must have the

ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 20 pounds.

*The City of Bainbridge Island is an Equal Opportunity Employer.*

*While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.*